Approved For Release 2009/05/28 : CIA-RDP87-00352R000100130016-7

STAT [redacted]

ADMINISTRATIVE - INTERNAL USE ONLY

PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD ENDING
12 January 1984 - 18 January 1984

I. Items or Events of Major Interest that Have Occurred During the Preceding Week

A. Office of Personnel Support: The P&PD Bindery and Reproduction Center responded to a priority request from the Office of Personnel (OP) to reproduce 2-6 copies of over 3000 original pages of applicant file material. The requested 24 hour turnaround time was met and all material was returned to OP.

B. New Building Project Office Support: P&PD received the first of three reproduction requests for bid packages for the new Headquarters Building. This first package consisted of 142 original drawings for 100 copies each. The due date for this project is 25 January 1984.

C. P&PD Management Information System (MIS): Personnel from the P&PD Logistics Support Staff have received training on the Supply Module of the new P&PD Management Information System. Supply data is currently being input into the system. A physical inventory of all P&PD supply items will be conducted within the coming week. After the inventory is complete, all data will be input into the new system. The Supply Module of the MIS will be fully operational by 31 January 1984. The Director of Logistics was given a briefing/demonstration on the new system on Tuesday, 17 January 1984.

II. Significant Events Anticipated During the Coming Week

A. During the coming week, discussions are planned with STAT [redacted] to review requirements for the printing of a Terrorists Mug Book which will be used in conjunction with the 1984 Olympics. With the exception of some preliminary information on this requirement, little is known on the size of the publication, number of copies, or format. These issues should be resolved within the next couple of weeks.

STAT [redacted]

DI C/P&PD/OL

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2009/05/28 : CIA-RDP87-00352R000100130016-7

Approved For Release 2009/05/28 : CIA-RDP87-00352R000100130016-7

NEW HEADQUARTERS BUILDING

Contract Documents for Bid Package #1, Site Work, Parking Deck, and Building Foundations were received from Smith, Hinchmann and Grylls Associates, Incorporated on 16 January 1984. In order to speed the bidding process, P&PD/OL is reproducing 100 sets of these documents for the General Services Administration. The Invitation for Bid is anticipated on 6 February and the Bid Opening is scheduled for 7 March 1984.

Approved For Release 2009/05/28 : CIA-RDP87-00352R000100130016-7